FINELINE

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A Utah Division of Finance monthly communication service

Fact Finding Mission Kicks Off Next FINET Phase

In the spirit of the New Year, the Division of Finance has been setting goals as we move into the next phase of transition with the new FINET system.

As we mentioned last month, the Division of Finance, in partnership with CGI-AMS, has begun a structured fact finding project. The first step was the distribution of a detailed survey. So far, the responses have been slowly coming in. Of the handful of surveys returned to date, the responses have been quite detailed and have provided useful information. This project is a key window of opportunity for agencies to identify their specific problems with the new system; therefore, we encourage those agencies who have not yet returned surveys to do so very soon. We plan to visit those state agencies that have returned the survey to help further identify issues and concerns. We will then go to work to develop solutions to the issues identified, especially those issues that impact multiple agencies. We are concerned about each agency and are committed to do our best to address as many concerns as we can. We appreciate your participation in this effort and all of the valuable and constructive comments and suggestions we have received.

Extending FINET Hours

We are happy to announce that FINET hours have been extended to 6:30 pm. We are hopeful that we will soon be able to extend the morning hours as well and we will keep you informed as we make progress toward that goal. Please be aware that service coverage for the system will continue to end at 5:30 pm each night and live help desk support will continue to end at 5:00 pm each day.

Creating DO's (Delivery Orders) from the Document Catalog

If you wish to purchase commodities that are on contract, you will need to process a DO (Delivery Order) document in order to liquidate a MA (Master Agreement) contract document. The preferred method in FINET is to create the DO directly from the URSRCHMA table. However, in order to allow the flexibility to create DO templates for recurring contract payments, a DO can also be created from "scratch" on the Document Catalog.

In order to successfully create a DO or DO template from the Document Catalog, you must be familiar with the overall contract and with the commodity line type for each commodity you will purchase from the contract. It is easier to create a DO from the Document Catalog for "Service" commodities than for "Item" or "Discount" commodities. For additional information on commodity types, access the FINET Help page named "Commodity Types." The steps outlined below are also accessible from the Help button in FINET.

If you have any questions regarding this process, contact the FINET Help Desk at (801) 538-9690.

Steps to Create a DO Document From the Document Catalog:

1. Create a new DO document from the Document Catalog using your department number.
    a. If creating a template, select the "Create Template" checkbox.

2. Add the required information as follows:

    Header

    Reference

    Agreement Code: MA
    Agreement Dept: Enter the Department code for the MA you are referencing
    Agreement ID: Enter the MA Document ID for the MA you are referencing

    Contact

    Requestor ID: Enter FINET ID of requestor or enter **Name, Phone Number,** and **Email**

    Default Shipping/Billing

    Shipping Location
    Billing Location

    Use **Ship/Bill To Lines** link at the top of each commodity line to pull the shipping/billing information from header

    NOTE: Enter on the Header unless you will have multiple shipping/billing locations for separate commodities on the DO.

Vendor

General Information

Vendor Customer

Commodity

Insert New Line

General Information

Commodity Code

Line Type: MUST match commodity type on MA

Quantity, Unit, list price for ITEM

Contract Amount for SERVICE

Reference

Agreement Commodity Line

Ref Type

Accounting

Insert New Line

NOTE: You must enter at least one accounting line for each Commodity line

General Information

Line Description

Line Amount

Fund Accounting

Fund

Department

Unit

Appr Unit

Object

3. Validate (Not available for a template)

4. Submit your document (Not available for a template)

5. If creating a template, you will Save the document.

Help Desk FAQs

by Ken Roner

Q. A vendor claims that they were not paid but when I try to pay them, I get an error message saying the vendor invoice is a duplicate. How can that be when I haven't really paid them yet?

A. The most likely reason is that the GAX or PRC to pay the invoice was created with a payment date set for a future date; therefore, the vendor invoice is used up even though the check to the vendor has not been yet been issued. FINET is working as it should to prevent invoices from being paid twice.

What to do?

If you have created a GAX or PRC document set to pay at a future date, the system will consider the vendor invoice as being used even though no check has been created. You can do a page search for the DISBDQ and the DISBMD tables to get more info on the status of paid or unpaid but final documents. If needed, we can help you change the scheduled payment date to an earlier date. When creating GAXs or PRCs, be careful to use the correct payment date. Call the Help Desk at 538-9690 if you have further questions.

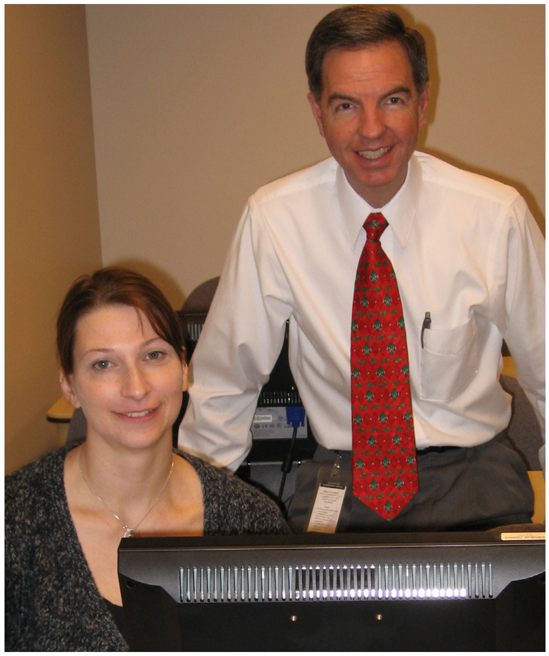
New Receivable FINET Report Available in StateDW

A new Receivable report is now available in the StateDW (Data Warehouse). The report is a new customer receivable aging report that shows open receivable line information. This new report (AR04L) is in addition to the existing customer receivable aging report (AR04). It is formatted the same as the current aging report but details customer receivable amounts by line number. Receivable line detail is useful when a customer pays an amount different than the total receivable amount or when identifying and recording a FINET Cash Receipt (CR) to reference specific receivable lines. For questions related to this new report, please contact either Gary Morris at 538-3371 or Julia Holmes at 538-3245.

How Do I Get There?

1. Go to New StateDW Data Warehouse
2. Click on ***FINET Reports***
3. Click on ***Receivables***
4. Click on ***AR04L with Line Numbers***

TRAINERS



CORNER

FINET training for the remainder of January has been scheduled as follows:

Requisitions - 1/18, 8 am - noon
January Mini-Course - Intermediate Use of the Document Catalog
    1/24 - 10 - 10:20 am
    1/24 - 2 2:20 pm

Due to parking restrictions at the State Capitol, all courses for the month of January will be offered exclusively via our remote training software, allowing you to take courses at your work location.

JANUARY MINI-COURSE

Did you know that you can save Document Catalog searches for frequent, repeat use? If you want to learn more about this, join us for January's Mini-Course - "Intermediate Use of the Document Catalog." This Mini-Course will teach intermediate usage of the Document Catalog search functionality, including all wildcards, and how to save your Document Catalog searches. Mini-Courses are short, 20-minute training sessions that offer tips and tricks for using different aspects of FINET. These courses are taken at the user's desk using our remote learning software.

TO REGISTER FOR ANY OF THESE COURSES:

Link to: http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm
Course descriptions are available from the Finance Home Page at http://www.finance.utah.gov. Click on the Training button.